

The Computer Support Newsletter

January/February 2002

<http://msa.ars.usda.gov/computerhelp>

email news: rkaczanowski@ars.usda.gov

Computer Support Newsletter Audience

A note to our many readers.....

This newsletter is published mainly to inform MSA employees of Information Technology (IT) news and happenings. Much of the newsletter will relate to the local user base. If you are NOT at Stoneville, some of the contained items may not be relevant to you.

Changing GroupWise Font

Several users have asked how to change the default font size within the GroupWise email Client. To change the default font, go to Control Panel, Display, Appearance, then search for Message Box and then change the font size.

Checking GroupWise Email from the Internet

Many users are familiar with checking email using a web browser. Did you know that the Mid South Area GroupWise email server allows you to check your email anywhere in the world that has an internet connection and a compatible web browser? You can check your email using the following URL: <http://199.133.80.253>
If you don't want to remember the number, you can also use the following URL:
<http://msa-stoneville.ars.usda.gov>
When checking your email using a non-ARS

computer, we recommend using the secure web address. Simply replace the **http** with **https** in the above URLs. The secure web address will be a bit slower because of the encryption that is taking place over the internet.

National Agriculture Library

This website is from NAL and allows access to a variety of online journals, databases and reference materials. Stan Kosecki at NAL told me that the site resources are being updated daily-check back often.

<http://www.nal.usda.gov/usda/prototype.htm>

FFIS Passwords

FFIS password is a set of 7 characters and 1 number used to authenticate a Logon ID. Passwords EXPIRE every 30 days at which time a new password must be selected.

Important Items to Remember When Entering Your **FFIS** Password

Select a password that is meaningful to yourself and at least 8 characters long (including 1 number). For example: My Brand New Baby Is One Wonderful Daughter - password is MBNBI1WD.
The FFIS maintains a list of commonly used passwords and these passwords are invalid. *If you attempt to use an invalid password your ID will be suspended. Some examples of these*

are: a name, initials, a combination of month and year, a place, a city, social security number, or any other personal data. Their use could provide an opportunity for a "hacker" to gain unauthorized access to FFIS and your data. FFIS allows 3 attempts to correctly enter your password, after the third attempt, your ID is suspended.

You may attempt to change your password only once within a 24-hour time period. If you attempt to change your password more than once, FFIS will reject the newly specified password as invalid. Repeated attempts to enter your new password will result in the suspension of your ID.

FFIS maintains a historical file of passwords associated with your ID and these passwords are invalid for future use, so your ID will be suspended if you attempt to use a set of passwords in a rotating manner.

Guidelines for Securing Your FFIS ID and Password

Since FFIS ID's are individually assigned, it is your responsibility to safeguard your ID at all times.

Passwords should be unique, but meaningful to you. Memorize your ID and password combination. Passwords should NEVER be left in written form in any way so that an unauthorized individual could use it to gain

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access to FFIS.

ID Security

It is your responsibility to maintain the integrity of your ID and password. Never share an ID with a coworker, since this increases the risks and reduces accountability. If you forget your password, or feel that your password or ID has been compromised in any way, please call your local computer specialist.

Comments and Contacts:

Comments: email your comments to:

rkaczanowski@ars.usda.gov

Old Issues: Old issues of The Computer Support Newsletter can be found at:

<http://msa.ars.usda.gov/computerhelp>